

MINUTES

Leesburg Executive Airport

August 19, 2003

Discussion Notes: The August meeting of the Leesburg Airport Commission was held in the B/P Amoco Room, lower level of the Town Government Center.

Commissioners Present: Mr. Steve Axeman, Chairman, Mr. Bill Whyte, Mr. Dave Burton, Mr. Stanley Caulkins and Mr. Robert Zoldos, Councilmember

Commissioners Absent: Mr. Bob Jones, Mr. Sidney Lissner, Vice-Chairman, Mr. Roy Steinfert

Staff Present: Cindi Martin, Interim Director, Jackie Seipel, Administrative Associate, Terry Brant, Maintenance and Dean Smith, Maintenance

Call to Order: The August 19, 2003 Airport Commission Meeting was call to order at 7:30 pm.

Approval of Minutes: The July 2003 minutes were approved as written.

Petitioners:

- Mr. Dennis Boykin, Leesburg, stated his opinion of self-service fuel at Leesburg Airport.
- Mr. Sean Sheedy/ Leesburg, inquired about the donated fuselage. Mr. Sheedy requested an area be designated for homebuilt aircraft assembly.

Chairman's Report:

- The Chairman welcomed Cindi Martin as Interim Airport Director.
- The Chairman presented the airport staff with Certificates of Recognition.

Committee Reports:

Rules, Regulations & Minimum Standards/ Bill Whyte

- Mr. Whyte asked the director to pick a date to meet for discussion of the new document.

Councilmatic Report: deferred to new business.

Director's Report: Attachment **Exhibit (A)**

Old Business:

Airport Security – Mr. Whyte moved to approve a subcommittee to be made up of commercial tenant, airport user, and commission members, Mr. Caulkins seconded the motion. Motion carried. All interested parties wanting to serve on the committee should apply in writing to the airport director or the chairman.

Multiple Aircraft in T-Hangars – It was suggested that each aircraft would have a lease with the town and no additional fee would be imposed. Mr. Burton moved to approve. Mr. Caulkins seconded the motion. Motion did not carry. Tabled until September 19th meeting.

New Business:

Aviation Adventures Application – Mr. Burton moved to approve Aviation Adventures application. Mr. Whyte seconded the motion. Motion carried. Town staff will review and make recommendations.

Leesburg Airport Working Group gave a presentation about airport funding and long term goals.

The chairman suggested sanctioning the working group as a sub-committee to the commission. Mr. Whyte moved to approve. Mr. Caulkins seconded the motion. All were in favor and motion carried.

Adjournment:

At 9:15 Mr. Burton moved to adjourn. Mr. Caulkins seconded the motion. Motion carried.

Exhibit (A)

August 19, 2003

To: Chairman Axeman & Commission

From: Cindi Martin, C.M., Interim Airport Director

Re: Airport Director's Report

The following is a brief summary of capital and administrative projects in-progress and those contemplated:

1. **Terminal** – Construction continues on schedule and within budget. The old terminal will be vacated as of September 1. Tenants will be relocated to temporary office space for the duration of construction (estimated completion March 2004) Temporary relocation and contact information for the tenants is attached.

Tenants will be relocating to temporary space beginning Wednesday, August 27, 2003. The old terminal building will be closed to the public at the end of the business day Friday, August 29, 2003

2. **North Corporate Hangars** – The dispute with the contractor has been resolved. Corrections to the roof, door systems and other remaining punch list items will be completed by a new contractor (TBD).
3. **South-End T-Hangar Demolition** – Bids have been received for the demolition of the condemned t-hangar complex. Airport staff and Town engineering staff are coordinating the necessary funding. Demolition schedule TBD.
4. **South-End T-Hangar Development** – The South-End T-hangar development idea has been batted around for a few years with a number of very good conceptual plans having been developed. However, there have been no formal development plans adopted.

The Master Plan Update (MPU), slated to begin this fall, is the perfect vehicle by which to explore and formalize a development plan for the South-End -a plan that will maximize use of the area as well as revenues.

5. **Runway Rehabilitation** – Engineers have submitted the 35% reports and plans for review by FAA and DOAV. Construction is slated for summer 2004.
6. **Corporate Hangar Area** – The financial analysis prepared for the Town by Davenport and Company has been reviewed. Airport staff has prepared an additional analysis for review and consideration. Additionally, a proposal by Fenton Aviation has been evaluated and relevant pro-formas generated. Pro-formas will be distributed to the Commission at the August 19, 2003 meeting.
7. **Master Plan Update (MPU)** – A grant application has been submitted to the FAA, and a pre-application to the DOAV for the MPU funding. Work on the MPU is slated to begin later this fall.

8. **Airport Security Proposal** – The Airport Security Proposal presented by Chief Price at the June Commission meeting was very well thought out and was an excellent way to kick-off the GA Airport Security Plan thought process. A process that is complicated by the lack of “official” regulations or guidelines, but the threat of which hangs from the hands of the TSA.

It would be prudent for the Town to adopt practical and achievable security measures as a means to protect personal and public property, and to deter mischief, but not to burden airport users and patrons. Establish a committee to examine the GA Security issues and impacts.

9. **Self-Serve Fuel Island** – Two (2) possible locations for a self-serve fuel island have now been depicted on the Airport Layout Plan (ALP), and each location has its pros and cons. In my experience the deciding factor for the location of the self-serve island should be the throughput capacity of the site. However, such site should not be determined until the Town makes a decision regarding the self-serve fuel concession.

It is my professional opinion that the self-serve fuel concession should be offered for third-party development. The Washington, DC metro catchment area is strong enough to attract and retain a reputable fuel operator.